992

National Endowment for the Humanities

Division of Fellowships and Seminars

Guidelines and Application Form for DIRECTORS

Application Deadline: April 1, 1991

1992 SUMMER SEMINARS

for School Teachers

READEX FICHE best copy available

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Summer Seminars for School Teachers
Division of Fellowships and Seminars
National Endowment for the Humanities
1100 Pennsylvania Ave., N.W.
Washington, D.C. 20506

OMB No. 3136-0095
Expires: 3/31/93

Please check the appropriate box:

☐ I expect to submit a proposal for a Summer Seminar for School Teachers for 1992. My tentative subject area is_____

☐ I do not expect to submit a proposal for 1992, but might very well be interested in offering a seminar in a subsequent year.

The 1992 proposal deadline is April 1, 1991.

Please Print

Name_____

Department_____

University_____

City and State_____

OMB No. 3136-0095
Expires: 3/31/93

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THE NATIONAL ENDOWMENT FOR THE HUMANITIES

The National Endowment for the Humanities is an independent grant-making agency established in 1965 to support research, education, and public projects in the humanities.

The Endowment supports work in the humanities through programs administered by five divisions—Education Programs, Fellowships and Seminars, Public Programs, Research Programs, and State Programs—and by two offices, the Office of Challenge Grants and the Office of Preservation.

THE HUMANITIES

In the act that established the National Endowment for the Humanities, the term *humanities* includes, but is not limited to, the study of the following disciplines: history; philosophy; languages; linguistics; literature; archaeology; jurisprudence; the history, theory, and criticism of the arts; ethics; comparative religion; and those aspects of the social sciences that employ historical or philosophical approaches.

Work in the creative or performing arts—such as the writing of fiction or poetry, painting, sculpting, composing or performing music, acting, directing, and dance—is not eligible for support by the National Endowment for the Humanities. Persons interested in support in these areas should call or write the National Endowment for the Arts. Critical, historical, and theoretical studies of the arts, however, are eligible for support from the National Endowment for the Humanities.

Projects in the social and natural sciences that are historical or philosophical in approach, or that attempt to cast light on questions of interpretation or criticism traditionally in the humanities, are eligible.

APPLICATION FORM AND GUIDELINES FOR 1992 DIRECTORS OF NEH SUMMER SEMINARS FOR SCHOOL TEACHERS

This booklet is designed for teachers and scholars who might want to design and direct Summer Seminars for School Teachers on behalf of the National Endowment for the Humanities. The material in this booklet is arranged in two sections. Section I, General Information, contains detailed information for prospective directors about the NEH Summer Seminars for School Teachers Program. Section II, Proposal Instructions, provides the guidelines and necessary forms for preparing a proposal to direct a Summer Seminar for School Teachers.

SECTION I: GENERAL INFORMATION

Summer Seminars for School Teachers

At the core of the Summer Seminars for School Teachers Program is the belief that the significant texts of civilization form the foundation of learning in the humanities. Knowledge of these texts constitutes both the starting point and the focus of educational inquiry.

Summer Seminars for School Teachers are offered by the National Endowment for the Humanities to provide teachers a unique opportunity for intense advanced study of significant texts. For four, five, or six weeks during the summer, depending on the seminar, the fifteen teachers selected to participate in each seminar will work under the direction of an accomplished teacher and active scholar, studying seminal works in the humanities systematically and thoroughly. Through reading, writing, reflection, and frequent formal and informal discussions with the seminar director and other teachers from across the country, seminar participants will have an opportunity to deepen their knowledge and enhance their ability to impart to their students an understanding of the humanities.

Selection of Directors for Summer Seminars for School Teachers

Proposals to direct summer seminars are encouraged from those with demonstrated excellence in teaching who are also active scholars in their fields. Because of the small size and relatively short duration of the seminars, a seminar should have a single director, except in those cases where the topic is such that joint directors can provide greater opportunities for the seminar participants. The director should not share the work of the seminar with a large number of visitors or associates.

If prospective directors intend to be out of the country or away from their institutions for any extended length of time during the application period (October-March) preceding the seminar, they should consult NEH staff before submitting a formal proposal for a seminar.

Prospective seminar directors will have wide latitude to design their seminars n their own fields of interest, but they should always keep in mind the two essential guidelines for the program: **(I) that each seminar focus on a limited number of major works in the humanities, and (2) that the works chosen be studied intensively and in their own right—not simply as relevant to the development of a particular theme or idea.**

Seminars should be especially designed for this program and are not intended to duplicate courses normally offered by graduate departments. Although graduate credit will not (and must not) be given, on completion of the seminar each participant will receive a certificate and a statement from the director specifying the seminar's equivalency to graduate course credit. Each seminar emphasizes close reading of a significant text or texts, ancient or modern, historical, philosophical, or literary. The seminars should be designed to appeal not only to teachers whose specific field is covered by a seminar but to teachers in many fields. English translations will be read in most seminars involving foreign language texts. The program encourages a limited number of seminars requiring knowledge of a foreign language or located in countries where the language of the texts is spoken. Works of music, painting, and architecture, and other culturally significant products of technology and art can be used successfully as seminar texts.

All seminars will have a primarily substantive focus. Although ways of teaching the works studied in the seminar may be discussed from time to time, the planning of curricula and other pedagogical concerns are not central to the purpose of the program.

All applications will be evaluated by peer reviewers, including former participants and former directors, convened in disciplinary panels. Panel recommendations are reviewed by the staff and forwarded to the National Council on the Humanities, which then advises the Chairman of the Endowment regarding the applications. The Chairman makes the final decision about funding. Proposals wil be judged according to four criteria:

1. the conception, definition, and organization of the proposed seminar and its appropriateness to the textual focus of this program;

2. the significance of the text or texts to the humanities;

3. the prospective director's record of excellence as a teacher-scholar working in the field of the seminar texts; and

4. the commitment and capability of the host institution to provide a comfortable, collegial atmosphere for study and discourse. As long as the sponsoring institution can provide all the resources necessary to achieve the stated goals of the seminar, applications from small colleges or campuses with small graduate programs are as likely to succeed as those from major research institutions.

Proposals to repeat seminars previously offered in the program are evaluated along with new proposals. Directors proposing to repeat a seminar **must** submit a **full** proposal that considers the experience gained from directing an earlier seminar. If other considerations are equal, preference is given to applicants who are new to the program or who have not directed a seminar in the immediately preceding year. Documents relating to past offerings of the seminar should not be appended to applications.

The direction of a summer seminar requires full-time attention. Directors are expected to be readily available to participants and should not engage in any other major professional activities during the period of the seminar. If any other arrangement is proposed, it should be explained in detail in the proposal.

Prospective directors in the Summer Seminars for School Teachers Program may not apply concurrently to the NEH Summer Seminars for College Teachers Program.

Seminars Overseas

Prospective directors wanting to conduct seminars overseas should consult with the NEH staff about seminar arrangements and administrative details before submitting a formal proposal.

Seminars in Libraries and Museums

The Endowment encourages applications from scholars affiliated with libraries and museums that may be appropriate hosts for Summer Seminars for School Teachers and from scholars at colleges and universities who are interested in offering seminars at appropriate libraries and museums.

Selection of Summer Seminar Participants

After the decisions have been made about the seminars to be offered in 1992, the complete list of seminars will be publicized widely by the Endowment. Teachers wishing to participate in the seminars will apply directly to the seminar director. Participation in each seminar is limited to fifteen teachers, each of whom will receive a stipend of $2,200, $2,575, or $2,950, depending on the length of the seminar. The selection of the seminar participants and the awarding of the stipends will be the responsibility of each seminar director. Acting within the Endowment's general guidelines, directors set up a selection committee composed of themselves, a colleague, and a school teacher. Teachers selected to participate in the seminars should be able and committed teachers who are well qualified to do the work of the seminar and who can make the best contribution to the seminar.

While seminars are designed primarily for full-time or regular part-time teachers at public, private, or parochial schools, grades 7 through 12, other school personnel, K-12, are also eligible to apply. Preference will be given to those who have at least three years of experience. Other things being equal, past participants will be given lower priority. An individual may apply to only one seminar in any one year. Those found to have applied to more than one will be declared ineligible for a place in a seminar.

An applicant who has already studied with the director (including participation in an NEH Summer Seminar) is not eligible for a place in the seminar.

In accepting stipends, the teachers acknowledge their intent to be present at all seminar sessions, to engage fully in the work of the seminar, and not to undertake teaching assignments or any other professional activities unrelated to their participation in the seminar.

Six months after the conclusion of the seminar, participants will be expected to submit to the NEH Division of Fellowships and Seminars a report in which they will evaluate the host institution and summarize their overall assessment of the seminar experience. Anonymous copies of their reports will be forwarded to the seminar director and will also be available to reviewers of any subsequent seminar proposal submitted by the director to the Endowment.

Preparation for the Seminar

Applicants to direct a summer seminar will be notified of the Endowment's decision in early September. During the months between the awards and the seminars, directors will be responsible for the preparation of their seminars as proposed in their applications. In late October 1991, the Endowment will conduct a one-day orientation meeting for all directors in Washington, D.C. Directors will also prepare a "Dear Colleague" letter describing the topic, organization, and requirements of their seminars, and the facilities available for participants at the seminar locations. This letter will be used to respond to prospective applicants to the seminars.

Grant Award

Funds will be awarded to the institution sponsoring the NEH summer seminar (in most instances the institution with which the selected seminar director is affiliated). The grant will include stipends for the selected seminar participants, salary for the seminar director, administrative support, and direct and indirect costs to the host institution.

SECTION II: PROPOSAL INSTRUCTIONS

Before completing the application, applicants should read the following section carefully.

Seminar Description

The description of the proposed seminar constitutes the core of the proposal and should cover the following points:

1. The works to be studied, the specific editions to be used, and the approach to be taken to them, including such concerns as why the texts and approach are central and significant, and what is to be learned from an intensive study of these texts. Applicants should be sure to address each of these points thoroughly, even in the case of familiar classics.

2. How the seminar topic relates to the applicant's own interests as a teacher and scholar, as demonstrated by courses taught, books or articles written, or papers delivered that bear on the seminar text(s).

3. Seminar structure, procedures, and requirements; the number of formal seminar meetings per week (usually four three-hour meetings); a tentative week-by-week syllabus of the seminar, providing the order in which works are to be studied, topics for discussions, issues that may be raised, and an abbreviated list of other relevant works; and how often individual meetings with participants might be scheduled. As a way of aiding discussion and furthering involvement in the texts, each seminar should have a writing component that advances the common work of the seminar. Reports, short essays, critiques, letters, journals, contributions to a common record of seminar proceedings, and imitations are all possible writing formats. This section of the proposal should be thorough enough to convey a clear sense of what will actually be going on in a typical seminar session as well as the general pace and progress of the seminar as a whole.

4. Any experience the seminar director has had with school teachers and programs, including teaching at the elementary or secondary level, supervising student teachers, working on collaborative projects with teachers or teacher organizations.

5. The availability of suitable, institutionally sponsored housing for seminar participants and their families, and the firm commitment of the institution to providing that housing and other appropriate resources such as library facilities, computers, and study space.

6. An indication of the types of relevant extracurricular activities of interest to seminar participants that will be available in the area during the period of the seminar—nearby historical sites, dramatic productions, archives.

Personal Information

The applicant should provide a resumé. This should include (1) a record of the applicant's education, (2) a list of academic honors or awards received, (3) professional experience, and (4) a list of relevant publications. Normally a one- or two-page version is sufficient.

Prospective seminar directors are strongly encouraged to discuss their proposed seminars with NEH staff well before the application deadline to obtain preliminary advice about the special requirements of the program. The telephone number is 202/786-0463. One function of the Endowment's staff is to help all interested applicants prepare the strongest possible proposal for the review process. In guiding the applicant's preparation of the proposal, the staff will call on experiences with applicants and reviewers and with the most successful summer seminars already offered. The staff will work closely with applicants in planning these proposals, not only discussing the basic idea for the seminar, but also responding whenever possible to drafts prior to the submission of the completed application. Examples of previously funded proposals are available upon request from Endowment staff.

National Endowment for the Humanities

Washington, D.C.

The following pages include:

—Instructions for Completing the Application Cover Sheet
—The Application Cover Sheet
—Field of Project Categories and Codes

Please read the instructions before completing applicable questions. Please print or type.

Purpose: The National Endowment for the Humanities uses a single cover sheet for all of its programs. This cover sheet gathers information that is necessary in one of two ways:

(1) The information is necessary for efficient consideration of the application during the review process and in the administration of the grant if an award is made.

(2) The information is *required of the Endowment* in various reports to Congress, other federal agencies, and the public. The Endowment must provide reports that involve statistical information or descriptions that can be obtained quickly from the cover sheet. Information is recorded in a computer, which stores the data for subsequent compilation and reporting.

Please read the instructions for each question carefully. Answer each question by typing or printing your reply. Please verify your answers to be certain that they are correct and complete.

You will find it helpful to complete the cover sheet last, after all other parts of the application have been prepared.

Privacy Act: The following notice is furnished in compliance with the Privacy Act of 1974:

The information is solicited under the authority of the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 956. This information is needed to process the grant application and for statistical research and analysis of trends. The routine uses which may be made of this information are: general administration of the grant review process; review and discussion by peer review advisory panels and, in some programs, evaluation by specialist reviewers, Endowment staff, and members of the National Council on the Humanities; statistical summaries; congressional oversight; and analysis of trends. Failure to provide any of the requested information will result in the delay or rejection of the application.

INSTRUCTIONS FOR THE NEH APPLICATION COVER SHEET

The Office of Management and Budget requires federal agencies to supply information on the time needed to complete forms and also to invite comments on the paperwork burden. NEH estimates the average time to complete this application is twelve hours per response. This estimate includes the time for reviewing instructions; researching, gathering, and maintaining the information needed; and completing and reviewing the application. Please send any comments regarding the estimated completion time or any other aspect of this application, including suggestions for reducing the time to complete, to the Assistant Chairman for Operations, National Endowment for the Humanities, Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3136-0095), Washington, D.C. 20503.

Block 1--Individual Applicant or Project Director

Item a. While the application is submitted through an institution or organization, the name and mailing address of the person who will carry out the project or be chiefly responsible for directing it should be entered here. (Information about the institution is also requested in Blocks 2 and 11.)

Item b. In the space provided, enter the number corresponding to the project director's preferred form of address:

1-Mr.	3-Miss	5-Professor
2-Mrs.	4-Ms.	6-Dr.

Item c. Enter the social security number and date of birth of the project director.

Item d. Enter the project director's full telephone number with area code and extension. Whenever possible, one of the telephone numbers listed should be a number at which a message can be left.

Item e. If possible, indicate the code for the appropriate major field from the list of Field of Project Categories and Codes on the reverse side of the Application Cover Sheet.

Item f. Project directors should be U.S. citizens, native residents of U.S. territorial possessions, or foreign nationals who have been residing in the United States or its territories for at least the three years immediately preceding the application deadline. Check the block appropriate for your situation. If you are a foreign national, use the space provided to specify the month and year in which you came most recently to reside in the United States.

Block 2--Type of Applicant

Prechecked.

Items 2c and 2d. Identify the type of institution or organization, for example, university, research library, etc. Identify status as private nonprofit or unit of state or local government.

Block 3--Type of Application

Prechecked.

Block 4--Program to which Application Is Being Made

This information is preprinted on your form.

If application is being made under the Endowment's initiative described on page 25 of the guidelines, please fill in the blank with the number of the initiative: 03M--Columbian Quincentenary.

Block 5--Requested Grant Period

Prechecked.

Block 6. Project Funding

Enter here the appropriate figures from the project budget that is part of your application.

Items 6b and 6d. Not Applicable.

Block 7. Field of Project

Indicate the category and code from the listing on the reverse side of the cover sheet to indicate the *specific* humanities field that best describes the content of the project.

Block 8. Descriptive Title of Project

Enter a brief title that clearly identifies the focal text(s) of the seminar. This title should be informative to a nonspecialist. NEH is obliged to be as clear as possible to the public about awards that it makes. The "descriptive title" will be used for this purpose whenever possible, but Endowment staff may assign a different working title to the project.

Block 9. Description of Project

Provide a brief description of the proposed project. This description of the seminar should not be longer than 150 words. It should emphasize the texts to be covered and the general approach to be followed. Particular care should be given to the brief description because it will be the basis for the official announcement of the program. Please do not continue the description on a second page.

Block 10. Will this proposal ...funding?

This information is sought without prejudice to the application. NEH frequently cosponsors projects with other funding sources. If not applicable, indicate "N/A."

Block 11. Institutional Data

Item a. Indicate the name of the institution and the city and state of its official mailing address.

Item b. Enter the institution's employer identification number.

Item c. Indicate the name and title of the person who is authorized to submit the application on behalf of the institution or organization and to provide the certifications required in Block 12.

Item d. Indicate the name, mailing address, form of address (see instructions for Block 1b), and telephone number of the person who will be responsible for the financial administration of the grant if the award is made. For example, at many universities the provost, vice president, president, or chancellor is the person "authorized" to submit an application (see item c), but the actual administration of the project—such as, negotiating the project budget, ensuring compliance with the terms and conditions of the award—is the responsibility of a grants or research officer. The latter person should be listed here.

Block 12. Certification

The Endowment is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Applicants requesting more than $100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Institutional applicants are required to certify that they will comply with the nondiscrimination statutes. Because most of these certifications impose new responsibilities on successful applicants, the certifications and accompanying instructions that are found in the appendix of this brochure should be read before the application cover sheet is signed.

Block 13. Length of Seminar

Check the appropriate box.

NEH APPLICATION COVER SHEET

OMB No. 3136-0095
Expires: 3/31/93

1. Individual applicant or project director

a. Name and mailing address

Name _____
(last) (first) (initial)

Address _____

_____

_____
(city) (state) (zip code)

b. Form of address: [ ]

c. Social Security # _____ Date of birth _____ (mo. day yr.)

d. Telephone number
Office _____ / _____ Home _____
(area code) (area code)

e. Major field of applicant or project director _____ [ ]
(code)

f. Citizenship ☐ U.S.
☐ Other _____
(specify)

2. Type of applicant

a. ☐ by an individual b. ☒ through an org / institution

If a, indicate an institutional affiliation, if applicable, on line 11a.

If b, complete block 11 below and indicate here:

c. Type

d. Status

3. Type of application

a. ☒ new c. ☐ renewal

b. ☐ revision and resubmission d. ☐ supplement

If either **c** or **d**, indicate previous grant number:

_____

4. Program to which application is being made

Summer Seminars for School Teachers 6313

Endowment Initiatives _____
(code)

5. Requested grant period

From 10/1/91 To 9/30/92
(month, year) (month, year)

6. Project funding

a. Outright funds $ _____

b. Federal match $ _____

c. Total from NEH $ _____

d. Cost sharing $ _____

e. Total project costs $ _____

7. Field of project [ ]

8. Descriptive title of project

9. Description of project (do not exceed space provided)

10. Will this proposal be submitted to another government agency or private entity for funding?
(if yes, indicate where and when) Not Applicable

11. Institutional data

a. Institution or organization:

_____
(name)

_____
(city) (state)

b. Employer identification number _____

c. Name of authorizing official:

_____
(last) (first) (initial)

_____
(title)

d. Name and mailing address of institutional grant administrator:

_____
(last) (first) (initial)

_____

_____

_____
(city) (state) (zip code)

Telephone _____ Form of address [ ]
(area code)

12. Certification

By signing and submitting this application, the individual applicant or the authorizing official of the applicant institution (block 11c) is providing the applicable certifications regarding the nondiscrimination statutes, federal debt status, debarment and suspension, a drug-free workplace, and lobbying activities, as set forth in the appendix to these application guidelines.

_____ _____
(signature) (date)

Note: Federal law provides criminal penalties of up to $10,000 or imprisonment of up to five years, or both, for knowingly providing false information to an agency of the U.S. government. 18 U.S.C. Section 1001

13. Length of Seminar

☐ 4-week ☐ 5-week ☐ 6-week

For NEH use only
Date received
Application #
Initials

Field of Project Categories and Codes

The following categories and codes should be used to complete blocks 1e and 7 of the NEH Applications Cover Sheet. If no exactly appropriate category is provided, please select the larger category that would include the more precise one. (This listing is strictly for use by the NEH staff to help retrieve information about applications and grants by subject matter field. The listing is not comprehensive and is not meant to define the disciplines of the humanities. For that definition and advice about eligibility for Endowment awards, please consult elsewhere in these application materials. The hierarchical arrangement is for convenience.

Anthropology L1

Archaeology U6

Archival Management/Conservation I1

Arts, History and Criticism MA

Architecture: History & Criticism U3
Art: History and Criticism M1
Dance: History & Criticism M3
Film: History & Criticism M4
Music: History & Criticism M5
Theater: History & Criticism M2

Communications P2

Composition & Rhetoric P1
Journalism P4
Media P3

Education H1

Ethnic Studies K1

Asian American K5
Black/Afro-American K4
Hispanic American K3
Jewish K6
Native American K2

History A1

African A2
American A3
Ancient AC
British A4
Classical A5
European A6
Far Eastern A7
Latin American A8
Near Eastern A9
Russian AA
South Asian AB

Humanities U8

Interdisciplinary U1

African Studies GI
American Studies G3
Area Studies GH
Asian Studies G5
Classics G7
Folklore/Folklife R1
History/Philosophy of Science, Technology or Medicine GA
International Studies GG
Labor Studies G4
Latin American Studies GJ
Medieval Studies G8
Regional Studies GF
Renaissance Studies G9
Rural Studies GC
Urban Studies G2
Western Civilization GB
Women's Studies G1

Languages C1

Ancient CC
Asian CA
Classical C2
Comparative C9
English CE
French C3
German C4
Italian C5
Latin American C6
Near Eastern CB
Slavic C7
Spanish C8

Law/Jurisprudence Q1

Library Science H3

Linguistics J1

Literature D1

African DK
American DE
Ancient DC
Asian DA
British DD
Classical D2
Comparative D9
French D3
German D4
Latin American D6
Literary Criticism DI
Near Eastern DB
Slavic D7
Spanish D8

Museum Studies/Historic Preservation I2

Philosophy B1

Aesthetics B2
Epistemology B3
Ethics B4
History of Philosophy B5
Logic B6
Metaphysics B7
Non-Western Philosophy B8

Religion E1

Comparative Religion E5
History of Religion E2
Non-Western Religion E4
Philosophy of Religion E3

Social Science U2

American Government F2
Economics N1
Geography U7
International Relations F3
Political Science F1
Psychology U5
Public Administration F4
Sociology S1

Budget Page Instructions

Seminar Period. Give actual dates of the seminar, beginning on a Monday and ending on a Friday. The duration of the seminar may be either four, five, or six weeks by choice of the director. The Endowment especially encourages applications to direct four- and five-week seminars, as these have generally proved to be more attractive to a wider range of prospective applicants. Because of school teaching schedules, seminars should not begin earlier than June 25, 1992, or end later than August 10, 1992.

Participant Support

Under this heading, funds for the support of fifteen participants should be requested.

Stipend. Each of the fifteen participants will receive a stipend of $2,200, $2,575, or $2,950, depending on the length of the seminar. The stipend is intended to cover travel expenses to and from the seminar location, books and other research expenses, and living expenses for the tenure period of the seminar. The institution is expected to make provision for suitable housing for participants at reasonable rates.

B. Operating Costs

Item 1. The seminar director is expected to request compensation for the time required for conducting the seminar during the summer and for the time involved in the selection of participants. For a six-week seminar, the **maximum** amount allowable is 22.2 percent of the academic year salary (estimated figure for 1991-92); for a five-week seminar, 19.4 percent; and for a four-week seminar, 16.6 percent. Two codirectors would each receive 60 percent of these amounts.

Item 2. Seminar directors will need secretarial help during the application period (October-March). An administrative assistant may also be useful both before and during the seminar to help with housing, bibliographic materials, library searches, etc. A graduate assistant typically serves this function well. A maximum of $2,000 should cover these two positions adequately. An applicant should specify the amounts that will be paid to each individual. If one person will serve both positions, give only one amount.

Item 3. An institution is allowed to charge fringe benefits on salary and wages according to its current negotiated rate.

Item 4. A request may be included to cover reasonable project charges for office supplies, telephone usage, postage, informational materials, etc. Please note that these costs may be included only if they are not part of the indirect cost pool. Any request that is in excess of a total of $900 for these items should be explained in full detail.

Item 5. A total of $300 ($150 each) is normally allowed for honoraria to the school and college teachers who will assist the director in the selection of participants. This amount may be supplemented for seminars drawing very large numbers of applications. In any case the honorarium for both selection committee members should be the same.

Item 6. In late October 1991, a one-day orientation meeting for seminar directors or their administrative assistants will be held in Washington, D.C. A request in accordance with the home institution's own travel regulations should be made for travel expenses (including per diem, if necessary) to and from that meeting.

Item 7. Include here requests for visiting lecturers' fees, film rentals, etc., if applicable. This item should be explained in detail if it exceeds $300.

Indirect Costs

An institution is eligible to claim indirect costs for this program if it has established a current indirect cost (IDC) rate with an agency of the U.S. government. In most cases, indirect costs may **not** be claimed on the amount of participants' support. Applicants should check terms of the negotiated IDC rate with their institution's grants office. At the time a grant award is issued, the Endowment will use the institution's IDC rate applicable for the period of the award to determine project costs. Once an award is issued, however, it is not Endowment policy to increase the award to cover additional costs resulting from the negotiation of a different IDC rate. If the institution does not have a current IDC rate, contact the Endowment's Office of the Inspector General at 202/786-0350.

The Endowment expects that tuition and other fees for the participants will normally be inappropriate or waived. If, for legal or other reasons, tuition and fees **must** be charged to the seminar participants, please explain in the proposal. This may require special treatment in the budget.

Total Project Costs

Total project costs includes items A, B, and C. The budget will be reviewed and negotiated as deemed necessary. When the official award letter is issued, instructions regarding reporting requirements and payment requests will be provided.

Summer Seminars for School Teachers
BUDGET PAGE

Proposed Grantee Institution | **Seminar Director**

Seminar Topic | **Seminar Period**
(Beginning date not before 6/25)
(Ending date not after 8/10)

A. Participant Support

1. Stipends _____

4 weeks	15 participants x 2,200 =	$33,000
5 weeks	15 participants x 2,575 =	$38,625
6 weeks	15 participants x 2,950 =	$44,250

B. Operating Costs

1. Seminar Director _____
(_____% of $_____)
academic year salary

2. Administrative, Secretarial, and Clerical _____
(unless part of Indirect Cost Pool)

Subtotal _____

3. Fringe Benefits @_____% of $_____ _____

4. Duplication Costs, Office Supplies, Communications _____
(unless part of Indirect Cost Pool)

5. Selection Committee Honoraria _____

6. Director's Travel to Orientation Meeting _____

7. Other (specify) _____

Subtotal _____

C. Indirect Costs _____% of $_____ _____

D. Total Project Cost _____

Reference Letters

The applicant should complete the top part of each of the three reference letter forms and send them, together with a copy of the full seminar proposal, to the referees. The referees should send their letters directly to the Endowment, addressed to the Division of Fellowships and Seminars. At least two of the referees should be persons who can comment directly on the applicant's abilities as a teacher. The other referee should know the applicant well as a scholar. The names and complete addresses of the referees to whom the applicant has sent forms should be included at the end of the seminar proposal. Referees should be drawn from both inside and outside the applicant's own institution. Reference letters should be sent so as to arrive no later than two weeks following the application deadline of April 1, 1991. The Endowment may also seek additional recommendations from consultants of its own choosing.

Directors proposing to repeat their seminars may request that Endowment staff use as many as three reference letters already on file and dated no earlier than 1988. NEH staff cannot choose from among reference letters on file. Referees must be specifically designated **by the applicant** on the two index cards located at the back of this application booklet. Former directors are strongly encouraged, however, to solicit at least two new letters, one of which should be from a former participant. All other applicants, including past directors in the Summer Seminars for College Teachers Program, should provide current letters of recommendation.

Index Cards

The applicant should complete all information requested on the index cards located inside the back cover of this booklet. The **address of the director** should be an institutional address at which Endowment staff can most conveniently reach the director during the application process. The **mailing address for applicants** should be an institutional address at which applicants may reach the director for information and applications for the seminar. Secretarial assistance should be available at this address.

Business Reply Postcard

The applicant should fill out the business reply postcard located inside the front cover of this booklet and return it at once to NEH.

Submission of Proposals

The proposal postmark deadline is April 1, 1991. The completed proposal should include:

1. the original signed application cover sheet, seminar description, and resume, together with eight additional copies of each (2-sided copies preferred);

2. the budget page, plus one additional copy;

3. two completed 5 x 8 index cards;
(The applicant should retain file copies of these three items.)

4. three (and no more than three) reference letters for single applicants, or up to five (but no more than five) reference letters for joint applicants, submitted directly to NEH by the referees.

Proposals should be sent to:

Summer Seminars for School Teachers
Division of Fellowships and Seminars
National Endowment for the Humanities
1100 Pennsylvania Ave., N.W., Room 316
Washington, D.C. 20506

OMB No. 3136-0095
Expires: 3/31/93

NEH

National Endowment for the Humanities

Summer Seminars for School Teachers

TO BE COMPLETED BY THE PROPOSER:

Name of Proposer:
Institution:
City and State:
Field:

FOR USE OF RESPONDENT: (Please see back of this page for guidelines.)

Signature of Respondent_____ Date_____

Name and Title_____

Department (or Position)_____

Institution (or Employer)_____

Summer Seminars for School Teachers are offered by the National Endowment for the Humanities in order to provide teachers an opportunity for advanced study. For four, five, or six weeks during the summer, depending on the seminar, those selected to participate in the program will work under the direction of a distinguished teacher and active scholar in an area of mutual interest. They will study seminal works in the humanities, exploring them systematically and thoroughly. Through reading, writing, reflection, and frequent formal and informal discussions with the seminar director and other teachers from across the country, seminar participants will increase their knowledge and enhance their ability to impart to their students an understanding of the humanities. These seminars are especially designed for this program, and are not intended to duplicate courses normally offered by graduate departments. Although graduate credit will not be given, on completion of the seminar each participant will receive a certificate and a statement from the director specifying the seminar's equivalency to graduate course credit. Each seminar emphasizes the close study of significant primary works, and there will be a wide choice of subject and areas covered from ancient to modern civilization. The topics are intended to appeal not only to teachers whose specific field is covered by a seminar but to teachers in many fields. All seminars will have a primarily substantive focus. Although ways of teaching the material studied in the seminar may be discussed from time to time, the planning of curricula and other pedagogical concerns are not central to the purpose of the program.

The National Endowment for the Humanities is considering the proposal of the person named on the front of this page for a grant for the purpose of conducting one of the seminars described in the attached proposal. The Endowment would appreciate having your opinion about the applicant's competence as a teacher and scholar and as a director of such a seminar, and any other comments you consider pertinent.

Please send this form so as to arrive no later than two weeks following the application deadline of April 1, 1991, to:

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Division of Fellowships and Seminars
Summer Seminars for School Teachers
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W., Room 316
Washington, D.C. 20506

THE APPLICATION REVIEW PROCESS

Applications to direct NEH Summer Summer Seminars for School Teachers have one review cycle a year. The application deadline is April 1. The review process requires six months.

Each application will be evaluated by peer reviewers, including former directors and participants, convened in disciplinary panels. Panel recommendations are reviewed by the staff and forwarded to the National Council on the Humanities, which then advises the Chairman of the Endowment regarding the applications. The Chairman makdes the final decision about funding. Applicants are notified in September concerning the status of their applications.

Reapplication is always possible, and failure to gain support in one year does not affect an applicant's chances for reconsideration in the next. By writing to the program officer foi the program to which they applied, unsuccessful applicants may obtain a summary of comments made in the review process so that they can consider how they might strengthen their proposals if they decide to reapply.

SPECIAL INITIATIVE

A special initiative is an undertaking by the Endowment to encourage proposals in all grant-making categories for projects relating to a specific subject or event. Proposals are currently solicited for the following initiative:

The Columbian Quincentenary

As part of the international observance of the 500th anniversary of Christopher Columbus's voyage of discovery to the New World, NEH invites proposals for original scholarship on related topics and for the dissemination of both new and existing scholarship. Topics may include the expansion of European civilization and the establishment of new societies and new forms of cultural expression through encounters among native American, European, and African peoples. Proposals may also explore the ideas—political, religious, philosophical, scientific, technological, and aesthetic—that shaped the processes of exploration, settlement, and cultural conflict and transformation set into motion by Columbus's momentous voyage.

Information on this initiative is available from:

Office of Publications and Public Affairs
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W., Room 406
Washington, D.C. 20506
Telephone: 202/786-0438
Telecommunications Device for the Deaf: 202/786-0282

Appendix

Instructions for the Certifications

General Requirements

The Endowment is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Applicants requesting more than $100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Institutional applicants are required to certify that they will comply with the nondiscrimination statutes.

By signing and submitting a proposal the individual applicant or the authorizing official of the applicant institution provides the applicable certifications. When a prospective applicant is unable to certify regarding the nondiscrimination statutes, a drug-free workplace, or lobbying, that person is not eligible to apply for funding from the Endowment. When an applicant is unable to certify regarding federal debt status or debarment and suspension, an explanation must be attached to the proposal. The explanation of why the certification cannot be submitted will be considered in connection with the Endowment's funding determination. Failure to furnish a certification or an explanation shall disqualify the applicant from receiving an award from the Endowment.

The certifications are material representations of fact upon which reliance will be placed when the Endowment determines to fund the application. If it is later determined that the applicant knowingly provided an erroneous certification or did not comply with the requirements, in addition to other remedies available to the federal government, the Endowment may seek judicial enforcement of the certification (nondiscrimination statutes); may terminate the award for cause or default (federal debt status and debarment and suspension); and may suspend payment, suspend or terminate the grant, or suspend or debar the grantee (drug-free workplace). Any person who fails to file a required certification regarding lobbying or submits an

erroneous certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The applicant shall provide immediate written notice to the director of the NEH Grants Office if at any time the applicant learns that its certifications were erroneous when submitted or have become erroneous by reason of changed circumstances.

Nondiscrimination Statutes

The certification regarding the nondiscrimination statutes shall obligate the applicant for the period during which the federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this certification shall obligate the applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this certification shall obligate the applicant or any transferee for as long as the property or structure is used for the grant or similar purposes. This certification is binding on the applicant, its successors, transferees, and assignees, and on the authorizing official whose signature appears on the application cover sheet for this proposal.

Grantees are also required to evaluate their policies and practices toward the handicapped and grantee organizations that employ fifteen or more persons must keep on file a list of the interested persons that were consulted and a description of the areas that were examined, the problems that were identified, and any modifications or remedial steps that were undertaken.

Federal Debt Status

If an applicant is unable to certify regarding federal debt status, an explanation must be submitted with the proposal.

Definitions of terms used in the federal debt status certification:

Delinquent: Represents the failure to pay an obligation or debt by the date specified in the agency's initial written notification or applicable contractual agreement, unless other satisfactory payment arrangements have been made by that date, or if at any time thereafter, the debtor fails to satisfy the obligation under a payment agreement with the agency.

Federal Debt: The amount of money or property that has been determined by an appropriate agency official to be owed to the United States by any person, organization, or entity. Examples of debts include delinquent taxes, audit disallowances, guaranteed and direct student loans, housing loans, farm loans, business loans, Department of Education institutional loans, benefit overpayments, and other miscellaneous administrative debts.

Debarment and Suspension

The applicant agrees by submitting this proposal that should the proposal be funded by the Endowment, it shall not knowingly enter into any project-related transactions (as defined under "lower tier covered transactions") with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Endowment.

The applicant further agrees by submitting this proposal to include without modification the following clause in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

A grantee may rely on the certification of a prospective subrecipient that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A grantee may decide the method and frequency by which it determines the eligibility of its "principals."

Except when specifically authorized by the Endowment, if a grantee knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the remedies available to the federal government, the Endowment may terminate this transaction for cause or default.

Definitions of terms used in the debarment and suspension certification:

Covered Transaction: A covered transaction is either a primary covered transaction or a lower tier covered transaction.

Debarment: An action taken by a debarring official in accordance with 45 CFR Part 1169 to exclude a person from participating in covered transactions. A person so excluded is "debarred."

Ineligible: Excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549.

Lower Tier Covered Transaction: (a) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction. (b) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) [currently $25,000] under a primary covered transaction. (c) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are project directors, principal investigators, and providers of federally-required audit services.

Participant: Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as an agent or representative of another participant.

Person: Any individual, corporation, partnership, association, unit of government or legal entity, however organized, except foreign governments or foreign governmental entities, public international organizations, foreign government owned or controlled entities.

Primary Covered Transaction: This is normally any nonprocurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation agreements, and any other nonprocurement transactions between a federal agency and a person.

Principal: Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has critical influence on or substantive control over a covered transaction, whether or not employed by the participant.

Suspension: An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

Voluntarily Excluded: The status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

Drug-Free Workplace

By signing and submitting the application, the institutional applicant agrees, among other things, to establish an on-going drug-free awareness program; to publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace; and to give this statement to each employee to be engaged in the performance of the grant. For grants that have a performance period in excess of 30 days, the program and policy statement must be in place within thirty days of the date the award is issued.

A grantee will be considered in violation of the drug-free workplace requirements if the grantee falsely certifies, fails to carry out the requirements of the certification, or fails to make a good faith effort to maintain a drug-free workplace.

The applicant must either identify in the application proposal the place(s) where the grant activities will be carried out or must keep this information on file in its office so that it is available for federal inspection. Workplace identification shall include the actual address of buildings (or parts of buildings) or other sites where work under the grant will take place. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Definitions of terms used in the drug-free workplace certification:

Controlled Substance: A controlled substance in schedules I through V of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1308.11 - 1308.15.

Drug-free Workplace: A site for the performance of work done in connection with a specific grant at which employees of the grantee are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

Employee: The employee of a grantee directly engaged in the performance of work under the grant, including all "direct charge" employees; all "indirect charge" employees, unless their impact or involvement is insignificant to the performance of the grant; and all temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll.

Grantee: A person who applies for or receives a grant directly from a federal agency.

Lobbying Activities

An applicant who requests grant funds in excess of $100,000 is required to certify and, under certain circumstances, file a disclosure statement on lobbying activities. The "Certification Regarding Lobbying Activities" applies only to the individual application for which Endowment funding is being sought. If nonfederal funds were used or will be used to support lobbying activities for this application by persons other than regularly employed officers or employees of the applicant institution, the OMB "Disclosure of Lobbying Activities" (Standard Form LLL) shall be completed and returned to the NEH Grants Office. This form will also be filed at the end of each calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information previously filed.

Those who received a subgrant, contract, or subcontract exceeding $100,000 at any tier under an Endowment grant are required to file a certification and, when necessary, a disclosure form to the next tier above. All disclosure forms shall be forwarded to the NEH Grants Office by the grantee.

For the purpose of this certification a "regularly employed officer or employee of the applicant" is one who is employed by the applicant for at least 130 working days within one year immediately preceding the date of the submission that initiates Endowment consideration of the applicant for receipt of a grant or cooperative agreement.

Certifications

1. Certification Regarding the Nondiscrimination Statutes (Applies to Recipients Other than Individuals)

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 *et seq.*) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et seq.*) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

2. Certification Regarding Federal Debt Status (OMB Circular A-129)

The applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

3. Certification Regarding Debarment and Suspension (45 CFR 1169)

The prospective primary participant (applicant) certifies to the best of its knowledge and belief that it and its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have not within a three-year period preceding this proposal

been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

4. Certification Regarding Drug-FreeWorkplace Requirements (Drug-Free Workplace Act of 1988)

Alternate I. (Applies to Grantees Other Than Individuals)

(A) The grantee certifies that it will or will continue to provide a drug-free workplace by

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibitions;

(b) establishing an ongoing drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the grantee's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;

(e) notifying the agency in writing within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the conficted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

(f) taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;

(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

5. Certification Regarding Lobbying Activities (45 CFR 1168) (Applies to Applicants Requesting Federal Funds in Excess of $100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Note: If a proposed project relates to American Indians, Aleuts, Eskimo, or native Hawaiian people and artifacts, an applicant should obtain from the Endowment a copy of its Code of Ethics concerning native Americans. The code establishes certain standards of conduct in research, publication, and public programs involving native American peoples.

F91-1

DISCLOSURE OF LOBBYING ACTIVITIES

Approved by OMB
0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

1. **Type of Federal Action:**	2. **Status of Federal Action:**	3. **Report Type:**
☐ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	☐ a. bid/offer/application b. initial award c. post-award	☐ a. initial filing b. material change **For Material Change Only:** year _____ quarter _____ date of last report _____

4. **Name and Address of Reporting Entity:**	5. **If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:**
☐ Prime ☐ Subawardee Tier _____, *if known:* **Congressional District,** *if known:*	 **Congressional District,** *if known:*
6. **Federal Department/Agency:**	7. **Federal Program Name/Description:** CFDA Number, *if applicable:* _____
8. **Federal Action Number,** *if known:*	9. **Award Amount,** *if known:* $
10. a. **Name and Address of Lobbying Entity** *(if individual, last name, first name, MI):*	b. **Individuals Performing Services** *(including address if different from No. 10a)* *(last name, first name, MI):*

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

11. **Amount of Payment** *(check all that apply):*	13. **Type of Payment** *(check all that apply):*
$ _____ ☐ actual ☐ planned	☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other; specify: _____
12. **Form of Payment** *(check all that apply):* ☐ a. cash ☐ b. in-kind; specify: nature _____ value _____	

14. **Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:**

(attach Continuation Sheet(s) SF-LLL-A, if necessary)

15. **Continuation Sheet(s) SF-LLL-A attached:** ☐ Yes ☐ No

16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	**Signature:** _____ **Print Name:** _____ **Title:** _____ **Telephone No.:** _____ **Date:** _____

Federal Use Only:	**Authorized for Local Reproduction** **Standard Form - LLL**

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.

12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.

13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.

14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 mintues per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET

Approved by OMB
0348-0046

Reporting Entity: _____ Page _____ of _____

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Standard Form - LLL-A

1992 Summer Seminars for School Teachers

OMB No. 3136-0095
Expires: 3/31/93

NAME OF DIRECTOR

(last) (first) (initial)

ADDRESS OF DIRECTOR

(Department)

(Institution)

(City) (State) (Zip Code)

TELEPHONE (include Area Code)

Office

Department

Home

TITLE OF PROPOSED SEMINAR

If you have directed a summer seminar in the past, please give year(s):

DATES OF SEMINAR

LOCATION OF SEMINAR

MAILING ADDRESS FOR APPLICANTS

(Department)

(Institution)

(City) (State) (Zip Code)

REFERENCES (Include names and addresses and identify letters already on file at NEH.)

Forms sent to:

	on file year
1.	
2.	
3.	

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1.	
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National Endowment for the Humanities
Division of Fellowships and Seminars
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